



BUILDING AND SAFETY DIVISION  
110 E. LA HABRA BLVD.  
LA HABRA, CA 90631  
562-383-4116  
[www.lahabracity.com](http://www.lahabracity.com)

## CHECK OR CREDIT CARD PAYMENT OPTIONS

In an effort to slow the spread of COVID-19, all City of La Habra municipal buildings are closed to the general public until further notice. A limited number of Building and Safety staff remain onsite to assist with essential business matters. To the extent possible, all related activities are being conducted by **phone**, **email**, and **remote counter by appointment only**. To contact a staff member please call (562) 383-4116 or email [buildingpermits@lahabraca.gov](mailto:buildingpermits@lahabraca.gov).

**During City Hall Closure to the public. The following credit card and check payment options are available for your electronic permit application or plan check submittal.**

If you are dropping off or mailing a check payment, please be aware that we may quarantine the document for 24 hours pursuant to Centers for Disease Control and Prevention (CDC) guidelines for potentially contaminated documents. Credit card payment online is strongly encouraged so we can assist you sooner.

**Credit Card or Check Using Online Portal.** Once you receive the invoice for your project you may process your payment using our [online payment portal](#). To initiate payment process:

1. Type invoice number in the appropriate field and verify.
2. When payment is complete you will receive a payment confirmation.
3. Forward payment confirmation to [buildingpermits@lahabraca.gov](mailto:buildingpermits@lahabraca.gov)
4. Staff will continue processing when payment confirmation is verified.

Credit Card must be Visa or Master Card, invoices exceeding \$5,000 must be processed by check and delivered via mail or drop box only.

**Check by Mail or Drop Box.** Make check payable to City of La Habra. Include a copy of the invoice and place in a sealed envelope to:

Finance Dept.  
C/O Building and Safety  
110 E. La Habra Blvd.  
La Habra, CA 90631

\*Payments that do not include invoice will not be processed.

Deliver check by

Depositing into "Water Bill" drop box located in City Hall parking lot



**or**

By Mail

